

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1
Mtg. Date July 17, 2018
Dept. City Manager's Office

Item Title: FY 2017-18 Community Advisory Commission Status Update

Staff Contact: Miranda Evans, Management Analyst

Recommendation:

Adopt a resolution (**Attachment B**) appointing Angeles Nelson to a three-year-term, appointing Tom Clabby as a Commissioner with a one-year-term and permitting staff to contact 2017 former Commission applicants to participate in the ad hoc committee.

Item Summary:

At the May 15, 2018 City Council meeting, the City Council unanimously agreed that the first topic for the Community Advisory Commission ("CAC") to address will be a review of the City's Housing Element to determine appropriate zoning for a homeless shelter. To complete this directive, staff must address a few necessary changes to the CAC. Changes in the Commission body occurred within the last year due to the expiring of a term for Angeles Nelson and James Davis' resignation.

Staff has prepared a Resolution (**Attachment B**) for the City Council's consideration appointing Angeles Nelson to a three-year-term, appointing Tom Clabby as a Commissioner with a one-year-term and permitting staff to contact 2017 former Commission applicants to participate in the ad-hoc positions.

Fiscal Impact:

There is no fiscal impact.

Environmental Review:

- ☒ Not subject to review
☐ Categorical Exemption

- ☐ Negative Declaration
☐ Mitigated Negative Declaration

Public Information:

- ☒ None
☐ Notice published in local newspaper

- ☐ Newsletter article
☐ Tribal Government Consultation Request
☐ Notice to property owners within 500 ft.

Attachments:

- A. Staff Report
B. Resolution 2018-

LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 1

Mtg. Date July 17, 2018

Item Title: **FY 2017-18 Community Advisory Commission Status Update**

Staff Contact: Miranda Evans, Management Analyst

Background:

On September 15, 2015, the City Council adopted Ordinance 431 to establish the Community Advisory Commission (“CAC”). CAC’s role is to serve as a resident-led Commission with three permanent members serving in the leadership positions for the Committee (i.e. Chair and Vice Chair of the overall committee or focus group and chairs of any sub-groups formed). The purpose is to provide more stability to the Committee/Group with less reliance on staff to assume a leadership role.

On April 19, 2016, the City Council authorized staff to solicit interested residents in serving on the CAC. The application process to apply for a position on the CAC occurred from December 21, 2016 – January 9, 2017. Throughout the application process, a total of 16 completed applications were received. A total of 14 interviews were scheduled for June 13, 2017 — one former candidate withdrew their application and one former candidate serves in an incompatible office.

On June 13, 2017, the City Council interviewed fourteen CAC applicants. Following the interviews, they deliberated on the candidates and came to a unanimous vote for the three permanent CAC appointees and two alternates. Following the interviews, on June 20, 2017, the City Council affirmed the appointment of three permanent and two alternate Community Advisory Commission members. The City Council unanimously voted to appoint James Davis, Angeles Nelson and Yajaira Preciado as the three permanent CAC members. During this deliberation process, the City Council determined the need to also appoint two alternate members to each serve a one-year term and unanimously voted to appoint Tom Clabby as first alternate and Walter Oliwa as second alternate. Since that time, James Davis has resigned from the Commission and Angeles Nelson’s term has ended.

Following their June 20, 2017 appointments, the CAC convened for the first and only time on Monday, July 10, 2017 to hold an introductory, organizational meeting. During this meeting, the City Manager provided an overview of the CAC to the three new members and two alternate members and explained the requirements and responsibilities of their new positions. The terms of office for the Commissioners were established at this meeting through the drawing of straws. The results were: Yajaira Preciado was selected to serve a three-year term (July 2017 – July 2020), James Davis was selected to serve a two-year term (July 2017 – July 2019) and Angeles Nelson was selected to serve a one-year term (July 2017 – July 2018). Tom Clabby and Walter Oliwa were appointed as alternates on the Commission to each serve a one-year term (July 2017 – July 2018).

Discussion:

Commission Terms of Office

Since the July 10, 2017 meeting, James Davis resigned from the CAC after obtaining residency in another jurisdiction. Also, the Commissioners and alternates serving a one-year position have now reached the end of their terms. Specifically, Angeles Nelson’s one-year-term is up in July 2018 as is the alternate status of Tom Clabby (first alternate) and Walt Oliwa (second alternate).

Attachment A

To remedy this and move forward with the work plan in FY 2018-19, staff recommends the City Council appoint Angeles Nelson to a three-year-term, and change Tom Clabby's status from alternate to take the third Commission position in which he would serve a one-year-term. Walt Oliwa would then be moved to first alternate serving a one-year-term.

At the July meeting, after establishing the terms of office, the Commission agreed to have the Chair and Vice-Chair serve fixed terms of one year each. Through the process of nominations and a vote, Yajaira Preciado was appointed as Chair of the CAC and Angeles Nelson was appointed as Vice Chair. Staff recommends that the Commission discuss and vote on the Chair and Vice Chair appointments at their next meeting.

Ad-hoc Commission Positions

Staff recommends leaving the second alternate position unfilled and instead supplementing the Commission with ad-hoc members. Ad hoc members can be appointed with temporary CAC membership to assist the permanent members in the study of issues assigned to the CAC by the City Council. The number and makeup of the temporary membership would change based upon the need for members as determined on an issue-by-issue basis by the City Council. Staff seeks permission from the City Council to contact former applicants to inquire if they would be interested in serving the Commission in an ad-hoc capacity. Consistent with best voting practices, the total number of Commission and ad-hoc members should be an odd number. Staff recommends adding a total of four ad-hoc members to the Commission for a total number of nine members.

The Work Plan

Per the feedback received at the May 15, 2018 City Council meeting, the first topic for the CAC to address will be a review of the City's Housing Element to determine appropriate zoning for a homeless shelter.]

Conclusion:

Adopt a resolution (**Attachment B**) appointing Angeles Nelson to a three-year-term, appointing Tom Clabby as a Commissioner with a one-year-term and permitting staff to contact 2017 former Commission applicants to participate in the ad hoc committee.]

RESOLUTION NO. 2018

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPOINTING ANGELES NELSON TO A THREE-YEAR-TERM, APPOINTING TOM CLABBY AS A COMMISSIONER WITH A ONE-YEAR-TERM AND PERMITTING STAFF TO CONTACT 2017 FORMER COMMISSION APPLICANTS TO PARTICIPATE IN THE AD HOC COMMITTEE

WHEREAS, on September 15, 2015, the Lemon Grove City Council adopted an Ordinance establishing the Community Advisory Commission; and

WHEREAS, on April 19, 2016, the City Council authorized staff to solicit interested residents in serving on the Community Advisory Commission; and

WHEREAS, the application process to apply for a position on the Community Advisory Commission occurred from December 21, 2016 – January 9, 2017; and

WHEREAS, through the recruitment process, sixteen residents expressed interest in serving on the Community Advisory Commission; and

WHEREAS, on June 13, 2017, the City Council interviewed the fourteen available candidates; and

WHEREAS, through a nomination process at the conclusion of the June 13, 2017 interviews, the City Council voted unanimously to appoint three permanent members: James Davis, Angeles Nelson and Yajaira Preciado and two alternate members: Tom Clabby and Walter Oliwa to the Community Advisory Commission.

WHEREAS, the City Council established procedures to begin the Community Advisory Commission process; and

WHEREAS, the establishment of the one, two and three-year terms of office for the three permanent Community Advisory Commission members will be determined through the process of drawing straws; and

WHEREAS, the first and second alternates shall each serve a one-year term; and

WHEREAS, changes in the Commission body occurred within the last year and the terms of appointments of the appointed Vice-Chair and First Alternate require updating in the interest of fostering cohesion on the Commission, such that Angeles Nelson will serve a three-year-term, Tom Clabby will serve a one-year-term as a Commissioner and Walt Oliwa will move from second-alternate to first-alternate.

WHEREAS, the Community Advisory Commission will operate under the spirit of the Brown Act and the three permanent members shall file the Fair Political Practices Commission (FPPC) Form 700 and complete ethics training; and

NOW, THEREFORE, the City Council of the City of Lemon Grove, California hereby ordains as follows:

SECTION ONE:

The findings listed above are true and correct.

SECTION TWO:

Approves the appointment of the following three permanent Community Advisory Commission members:

Attachment A

1. Yajaira Preciado;
2. Angeles Nelson; and
3. Tom Clabby.

SECTION THREE:

Establishes the appointment of one alternate Community Advisory Commission member for a one-year period:

1. Walter Oliwa as first alternate.

SECTION FOUR:

Authorizes the three permanent Community Advisory Commission members to call an organizational meeting to establish Chair and Vice-Chair appointments and to discuss procedures.

SECTION FIVE:

Authorizes staff to secure a total of four qualified ad-hoc members from the previous applicant pool of Commission members to join the Community Advisory Commission for the task of reviewing the City of Lemon Grove's Housing Element to determine appropriate zoning for a homeless shelter.

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